



Job Opportunity

State Controller's Office

Position: Accounting Officer (Specialist)/Accountant Trainee **Statewide**

Location: Division of Collections
3301 C Street, Suite 712, Sacramento, CA 95816

Issue Date: June 20, 2006

Final Filing Date: Until Filled

Contact/Telephone:

Susan Lash, (916) 322-1812

Who May Apply: Individuals who are currently in this classification, eligible for lateral transfer or promotion, or reachable on a certification list. SROA/Surplus candidates are encouraged to apply.

* Free Parking Provided

California Relay Service: 1-800-735-2929

Position Number(s): 051-550-4546-XXX
051-550-4179-XXX
(Positions are contingent upon Budget Approval)
Ref 0620.ACT4

Please call (916)323-3055 to request reasonable accommodations

Scope of the Position:

Under the general supervision of the Senior Accounting Officer (Supervisor), the Accounting Officer (Specialist)/Accountant Trainee will perform professional accounting work in the establishment and maintenance of accounts and financial records in the Bureau of Unclaimed Property and to ensure the States interest is protected. Duties include, but are not limited to the following:

Duties and Responsibilities:

Candidates must perform the following essential functions with or without reasonable accommodations

- Duties will be commensurate with level hired.
- Analyze, review, and implement accounting procedures, divisional systems, and control activities pertaining to processes for payments of security claims;
- Reconcile all securities accounts that have been approved for payment utilizing the Unclaimed Property Systems (UPS);
- Research, develop analysis, and verify accounts and financial data for payment;
- Prepare, implement, and initiate corrections to account files;
- Research the Internet to determine the past activities and current status of each security posted to the securities account;
- Resolve problems received from claimants regarding stock approved for payment;
- Communicate with claimants, holders, transfer agents, and security brokers regarding the status of stocks escheated to SCO or method of payments;
- Work with staff on special programs;



The State Controller's Office is committed to providing equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, gender, disability, religious or political affiliation, age, or sexual orientation.



- Interpret and disseminate information regarding the Unclaimed Property Law, Administrative Code of Regulations, and Bureau Policy to holders of unclaimed property;
- Provide assistance in other areas related to accounting duties that are backlogged within the Accounting Unit, such as posting to the ledgers, opening mail and intake incoming claims.

Applications will be screened and only the most qualified will be interviewed

How to Apply:

All hires will be subject to a background check.

For permanent positions, SROA and Surplus candidates should attach "surplus letters" to their application. Failure to do so may result in your application not being considered.

Please submit a STD. 678 State Application and Résumé to:

State Controller's Office

Division of Collections

3301 C Street, Suite 712

Sacramento, CA 95816

Attn: Susan Lash

Reference Number 0620.ACT4, 051-550-4546-XXX/051-550-4179-XXX. (Candidate must indicate this Reference Number on resume and in the box marked "Examination or Job Title for which you are applying" on the front page of the Employment Application STD 678).